

expense | monthly tracking report

claimant | Taylor, Sheila
 position | Trustee, Wards 11 & 13
 level | Board of Trustees
 reporting period | May 1 to June 30, 2013
 date of report | August-14-13



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Rocky View School Division	05/24/2013	Alberta School Boards Association - Zone 5 Edwin Parr Teacher Award Recognition Evening - May 16, 2013	\$45.00	other disclosed	BUS general
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, Alberta	06/01/2013	Registration - ASBA Spring General Meeting June 2-4, 2013 Red Deer, Alberta	\$603.75	travel	BUS general
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, Alberta	06/04/2013	Accommodation - ASBA Spring General Meeting June 2-4, 2013 Red Deer, Alberta	\$349.80	travel	BUS accommodation
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, Alberta	06/04/2013	Mileage - Calgary to Red Deer & Return - June 4, 2013	\$150.00	travel	BUS mileage

INVOICE

ROCKY VIEW SCHOOL DIVISION NO. 41

2651 Chinook Winds Drive SW
Airdrie AB T4B 0B4
Phone (403)945-4000 Fax (403)945-4001
www.rockyview.ab.ca

Date: 07-May-2013

CALGARY BOARD OF EDUCATION
1221 8TH STREET SW
CALGARY, AB

Customer #: [REDACTED]

Invoice #: [REDACTED]

T2R 0L4

Invoice Total: \$ 225.00

Detach and return top portion of this invoice with cheque payable to Rocky View School Division No.41

Description	Amount
Edwin Parr Tickets - 5 @ \$45.00 each	
Ferguson, Taylor, Bazinet, King and Lane	225.00
S. Taylor = \$45.00	
Terms: Payable upon receipt	Invoice Total: 225.00

Make Cheques Payable to:
Rocky View School Division No.41
2651 Chinook Winds Drive SW
Airdrie AB T4B 0B4

Finance: Cindy Stuart
Budget Officer
(403)945-4044
cstuart@rockyview.ab.ca

Benefits: Paula Van Tol
(403)945-4048
benefits@rockyview.ab.ca

Quote: Invoice # [REDACTED]

Customer # [REDACTED]



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Details of Trip | Please Print

Date: June 10, 2013

Trustee's Name Sheila Taylor, Trustee Wards 11 & 13

Purpose of Trip / Name of Conference: ASBA Spring General Meeting

Departure and Return Date June 2-4, 2013

Destination: Red Deer, Alberta

Description of Expenses |
Please attach receipts

Description of Expenses Please attach receipts	Total Cost (Indicate currency If not Cdn)	Exchange Rate Adjusted Amount (If applicable)	Amount Paid by CBE Invoice/P-Card/ Payroll for Mileage (including GST)	Amount Paid By Claimant For Out of Pocket Expenditures (including GST)	Alias to be Charged for Claimant's Expenses
Registration/Conference Fees	603.75		603.75		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00		
Parking – at Destination					
Accommodation					
2 Nights @ \$ 174.90 (Single Rate)	349.80		349.80		
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	1103.55		1103.55		
AMOUNT DUE TO CLAIMANT					
GST Breakout Area					

NOTE: Copies of amounts paid through the P-Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

Personal Information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*. The information included in this report is collected for the purpose of expense reporting and reimbursement and may be disclosed to the public as required by the CBE's policies and practices, Alberta Government policies and legislation, or a FOIP request. I have reviewed the attachments to ensure that confidential information has been removed or redacted. I certify that the above claim is correct.

Original signed by S. Taylor

Claimant's Signature

Original signed by B. Selanders

Payment Authorization

3310 50 Avenue
 Red Deer, AB T4N 3X9
 403-346-2091
 http://www.starwood.com



Taylor, Sheila	Page Number	1	Invoice	
1221 8th Street Sw	Guest Number		Arrive Date	06-02-2013
Calgary, AB T2R 0L4	Folio ID		Depart Date	06-04-2013
	No. Of Guest			
	Room Number			
	Time			

Duplicate Invoice

Tax Identification R835355694

Date	Reference	Description	Charges	Credits
06-02-2013		Room Charge	\$159.00	
06-02-2013		GST Room Charge	\$7.95	
06-02-2013		Tourism Levy	\$6.36	
06-02-2013		Destination Marketing Fee	\$1.59	
06-02-2013	DEPOSIT	Deposit Applied		\$-349.80
06-03-2013		Room Charge	\$159.00	
06-03-2013		GST Room Charge	\$7.95	
06-03-2013		Tourism Levy	\$6.36	
06-03-2013		Destination Marketing Fee	\$1.59	
		** Total	\$349.80	\$-349.80
		** Balance	\$-0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

3310 50 Avenue
Red Deer, AB T4N 3X9
403-346-2091
<http://www.starwood.com>



Taylor, Sheila
1221 8th Street Sw
Calgary, AB T2R 0L4

Page Number
Guest Number
Folio ID
No. Of Guest
Room Number
Time

Invoice
Arrive Date 06-02-2013
Depart Date 06-04-2013

Duplicate Invoice

GST Summary

GST# R83535694 RT0017

GST Room Revenue	15.90
GST Food & Beverage	0.00
GST Telephone	0.00
GST Other	0.00
	15.90

GST Other R83535694

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-02-2013	\$174.90	\$0.00	\$0.00	\$0.00	\$174.90	\$-349.80
06-03-2013	\$174.90	\$0.00	\$0.00	\$0.00	\$174.90	\$0.00
Total	\$349.80	\$0.00	\$0.00	\$0.00	\$349.80	\$-349.80

We are pleased to confirm your ~ miles will be awarded for this visit. Thank you for your stay with us.

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon!

Tell us about your stay. www.sheraton.com/reviews

